

OFFICE OF PERSONNEL MANAGEMENT
OFFICE OF AFFIRMATIVE EMPLOYMENT PROGRAMS
1900 E STREET, NW
WASHINGTON, DC 20415

Minutes of the First Meeting of the
IAG Committee on Affirmative Employment
Programs

April 24, 1979

The meeting was convened by A. Diane Graham, Assistant Director, Office of Affirmative Employment Programs. All representatives and Office of Affirmative Employment Programs (OAEP) Program Directors introduced themselves.

The purpose of the meeting was (1) to discuss the functions and objectives of the Office of Affirmative Employment Programs, and the Committee, and (2) to discuss the regulations, guidance and data package for the Federal Equal Opportunity Recruitment Program, formerly the Special Federal Recruitment Program.

Ms. Graham summarized and discussed the objectives of the IAG Committee on Affirmative Employment. The IAG Committee will assist agencies on government-wide problems and issues of common interest, in addition to bringing expertise and experience from all agencies under one umbrella to share information.

Agency representatives were requested to send a list of issues that might be discussed at future Committee meetings to Curtestine Boardley, Acting Director, Outreach and Upward Mobility. Another session on the Uniform Selection Guidelines will be scheduled at agencies' request.

The activities and objectives of the four Subcommittees of the IAG Committee

on Affirmative Employment Programs were presented briefly by the Program Director responsible for each subcommittee. (See attachment)

Mrs. Graham discussed the organizational structure and function of OAEP. The Office of Affirmative Employment Programs has leadership responsibility within OPM. OAEP has and will continue to work closely with EEOC on the Garcia Amendment and reporting requirements on EEO plans to prevent agency duplication. OAEP also asserted itself in areas of policy such as:

1. Pay reform;
2. Testimony on VRA and PACE, and
3. The Performance Appraisal System.

Tom Dausch discussed significant changes in the regulations for the Federal Equal Opportunity Recruitment Program (FEORP). These changes included:

- A clearer indication that the regulations cover only positions in the General Schedule and prevailing Wage Schedule, excluding SES. (However, EEOC has expressed intent to cover SES under the Civil Rights Act.)
- Agency plans for FEORP will be included in their EEO plans.

Mr. Dausch indicated that responsibilities for implementing FEORP belong to agencies. OPM will help agencies by providing guidance and technical assistance and information on statistics that will trigger recruitment efforts.

Mr. Dausch also discussed other actions underway concerning FEORP:

- Work on appropriate procedures which may be used for identifying race, ethnicity and sex composition of applicant pools is beginning.
- New mechanism to facilitate recruiting.
- Continuing guidance program.
- Continue to coordinate with EEOC.

Ms. Graham spoke on the philosophy of streamlining regulations. The intent of streamlining regulations is to make them as uncumbersome as possible - to increase program flexibility by not trying to put everything in them ("not required by law, not required of agencies"). Hopefully, agencies will be stimulated to attain results and not just check off the action box.

Curtestine Boardley reported on the comments received on the guidance package's (FEORP) first draft. Revisions on the guidance package have not been completed, as the data package will be incorporated based on EEOC and other agencies' comments.

Ruth Cullen, demographer, reported on the development and content of the data package (FEORP). The data package will contain:

1. Nationwide civilian labor force data based on 1978 annual averages published 1/79 by BLS;
2. State and SMSA based on special tabulation of the 1970 census;
3. Agency-wide and government-wide summary data by pay plan and grade.

The Program Development Office views this state of the data package as initial guidance to the agency. This preliminary summary data will contain instructions on how to make underrepresentation statistics. The data made available will be limited to state, local, and geographical areas. Occupation by grade data is not available for agencies.

Ms. Graham indicated that the guidance and data package for FEORP will be finalized by May 18.

A question and answer period followed.

Question:

What is OPM doing in EEO?

Response:

OPM's function is similar to a diversified corporation with two million employees. We are no longer enforcing EEO requirements, but we believe that the elements remaining in OPM are more important to the overall EEO efforts concerned.

OPM retained its responsibility for

1. Evaluation of EEO performance in agencies.
2. EEO related training to be done through OPM's EEO Institute, and
3. Collection and dissemination of Federal workforce statistics data.

Question:

What is the feeling on collecting race identification data from the field?

Response:

- OPM has not authorized this method of data collection, but it can be made visually.
- Approval from OMB is forthcoming.

Question:

Will data on the handicapped be included in the data package?

Response:

Not at this time.

Question:

Will determination for non-minority representation be made?

Response:

It has been done. White males are underrepresented in grades 1-8.

Summaries of OAEP components, functions, and Staff, and the IAG Committee objectives were provided to agency representatives.

For those representatives unable to attend the first meeting copies of materials distributed are attached.

Agencies Represented

Department of:

Agriculture
Commerce
Defense
Air Force
Army
Energy
H.E.W.
H.U.D.
Interior
Justice
Labor
State
Transportation
Treasury

Agencies:

Action
Central Intelligence Agency
Commodity Futures Trading
Commission
Community Services Administration
Congressional Budget Office
Consumer Product Safety Commission
Defense Logistics Agency
Environmental Protection Agency
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Mediation & Conciliation
Service
Federal Trade Commission
General Accounting Office
General Services Administration
Government Printing Office
International Communication Agency
National Aeronautics and Space Administration
National Endowment for the Humanities
National Labor Relations Board
National Security Agency
Nuclear Regulatory Commission
Office of Personnel Management
Railroad Retirement Board
Securities & Exchange Commission
Small Business Administration
Smithsonian Institution
Veterans Administration

IAG COMMITTEE AND SUBCOMMITTEES ON AFFIRMATIVE EMPLOYMENT PROGRAMS

The IAG Committee on Affirmative Employment Programs serves as a means of communication between the Office of Personnel Management and other agencies and as a conduit through which agencies can share concerns, problems, and new program ideas and activities. It also serves to: 1) identify EEO and affirmative action program needs on a Federal government-wide basis and 2) help shape the direction of EEO policy and programs under the Office of Personnel Management.

We believe the Committee and the subcommittees listed will be beneficial to all participants and the equal employment opportunity program in the Federal sector.

The Federal Women's Program Subcommittee serves to provide a communication link between FWP Managers and Coordinators in other agencies. The Subcommittee provides its members with a forum for discussing common issues.

The Hispanic Employment Program Subcommittee provides a forum for HEP Managers to discuss mutual problems and to develop joint actions in solving them. The Subcommittee's primary role is to meet its membership's informational, training and program needs. Another role of the HEP Subcommittee is to promote an increased awareness on the part of Federal managers on the program's purposes and to work with Federal agencies on employment related issues, especially those affecting Hispanics.

The Upward Mobility Subcommittee serves to provide a communication link between Upward Mobility coordinators, EEO specialist, and personnel specialist. The primary role of the Subcommittee includes:

1. the provision of assistance to OPM in the development of guidance and technical advice on the Upward Mobility Program,
2. the study of existing and proposed personnel policies, regulations, and practices as they impact on Upward Mobility efforts to identify and make recommendations and action proposals that will achieve needed change or program objectives, and
3. serving as a mechanism through which Upward Mobility efforts will be systematically monitored and evaluated, establishing workgroups when necessary.

The Selective Placement Program Subcommittee will provide insight on Federal and other employment of handicapped individuals and will review, in cooperation with the Equal Employment Opportunity Commission, the adequacy of hiring, placement, and advancement practices with respect to handicapped individuals in the Federal Service. The Subcommittee also will address issues concerning equitable, suitable, and functional work environments for the handicapped in the Federal sector.

OAEP:O&UM
4/12/79

OFFICE OF AFFIRMATIVE EMPLOYMENT PROGRAMS

The Office of Affirmative Employment Programs (OAEP), headed by A. Diane Graham, Assistant Director, is comprised of:

- o A Program Development section
- o The Outreach and Upward Mobility Programs
- o The Hispanic Employment Program
- o The Federal Women's Program
- o The Selective Placement Program for the Handicapped
- o The Veterans Employment Program

OVERALL FUNCTION: OAEP's mission is to assist agencies in developing and implementing creative approaches to employment, designed to increase opportunities for minorities, women, the handicapped, and veterans. Whereas the Equal Employment Opportunity Commission now has responsibility for EEO enforcement functions (including the review of affirmative action, plans and the processing of discrimination complaints), OPM's main responsibilities are in the program and policy areas.

The several programs focus on joining personnel management and administration goals to the employment needs and problems that the subject groups (e.g. Hispanics, women, the handicapped) face in the Federal service. The programs function as influences on the operation of the Federal personnel system, rather than as parts of the EEO enforcement machinery.

SPECIFIC ACTIVITIES:

- o Administers the Federal Equal Opportunity Recruitment Program for minorities and women, the Upward Mobility and Worker-Trainee Opportunities Programs, and various special emphasis affirmative action programs for Hispanics, women, the handicapped, and veterans.
 - Provides technical guidance and policy interpretation to agencies.
 - Monitors and evaluates agency implementation of the programs.
- o Develops new and innovative techniques for implementing affirmative employment programs.
- o Gathers, processes, and maintains statistical data on Federal employment of minorities, women, the handicapped, and veterans.
- o Coordinates with EEOC on matters of mutual interest.

OFFICE OF AFFIRMATIVE EMPLOYMENT PROGRAMS

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